



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 03-57


11 Dec 03

**EXCUSED ABSENCE FOR FEDERAL EMPLOYEES ON
26 DECEMBER 2003**

Expiration 27 December 2003

1. The President has issued an Executive order excusing employees from duty on Friday, 26 December 2003, except those who, in the judgment of the head of the agency, cannot be excused for reasons of national security, defense, or other public need. The Adjutant General in his memorandum dated 5 December 2003, Subject: December Holiday Activities, also authorized reduced full-time manning for employees of the California National Guard on 26 December 2003.
2. For pay and leave purposes, Friday, 26 December 2003, will be treated as falling within the scope of statutes and Executive orders governing holidays for Federal employees. An employee who is required to work on 26 December 2003 (not to exceed normal work day hours) is entitled to holiday pay under 5 U.S.C. 5546(b). The Time and Attendance Report code for 26 December 2003 will be "LH" for a designated holiday. Normally, the code "LN" is used to annotate administrative leave for DONSA's approved by The Adjutant General but in this case it would not be appropriate.
3. If you have any questions, contact Nancy Hamilton, Human Resources Specialist, at CAGNET 63411, DSN 466-3411, or (916) 854-3411.

FOR THE ADJUTANT GENERAL:


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